

# **INCORPORATED VILLAGE OF LAKE GROVE**

## ***SPRINKLER PLANS SUBMITTAL/SYSTEM INSTALLATION PROCEDURE***

Please review and familiarize yourself with all requirements listed in this document prior to your submittal. Your compliance with these requirements will enable us complete the review process faster and more efficiently with less rejections due to improper submittals.

### **THIS DOCUMENT IS IN EFFECT AS OF 1/1/2007**

#### ***New York State Fire Code***

##### ***§SF105.1 Permits***

A city, town, village or county that is responsible for administration and enforcement of this code shall determine local permit requirements in accordance with the applicable provisions of local law.

#### ***Code of the Village of Lake Grove***

##### ***§89-17 Permits Required.***

A permit shall be obtained from the Fire Marshal for the installation of any automatic fire alarm systems, automatic sprinkler or water spray systems or any other special fire extinguishing or fire-detection systems which may be required under this chapter.

Plans shall be provided when:

- Required by law or ordinance
- A change of use for a particular premise occurs
- Renovation of the premise exceeds fifty percent of the original premises value. This value shall not include the cost of land and shall relate to the structure only.
- Any sprinkler or suppression system is renovated, improved or changed.

1. **SECTION 1**

All sprinkler system installations shall conform to Chapter 89 of the Code of the Incorporated Village of Lake Grove, the New York State Fire Code, NFPA RS #13, 13D 13R and any/all other rules, regulations or ordinances whether or not they are specified herein.

2. The intended location and use of the structure involved shall be indicated.
3. Business name, numerical street address and nearest intersection of building shall be indicated.
4. Main entrance location shall be labeled as such.
5. Compass point showing building layout shall be drawn.
6. Plans submitted for review shall deal directly to the type of installation proposed. Where a proposed installation governed by this office is part of a proposed major construction project, a separate plan shall be generated for the proposed installation in lieu of extraction from other plans indicating partial information. (i.e.: architectural, plumbing or electrical drawings.)
7. Name address and telephone number of person drawing plans and an original stamp of same.
8. 3 sets of stamped sprinkler plans. All plans shall be stamped by a licensed Professional Engineer or a Registered Architect as required by the New York State Department of Education Law.
9. If, due to the scope of the work proposed, the plans are not required to be stamped, the plans shall be drawn utilizing accepted engineering practices and procedures. All line work and lettering shall be clear and legible.
10. 2 sets of sprinkler cut-sheets. Manufacturer's specification, technical and installation sheets for all components of proposed systems shall be included in the plan submission. Exact copies will be accepted. All component parts shall be tested and approved/listed by a nationally recognized testing laboratory for the function intended.

11. If a submitted cut sheet shows multiple devices and options, the exact device to be used is to be circled, highlighted or called out.
12. Application is to be completed in its entirety. *If there are any blanks, the application will be rejected.* Application is available on the village website ([www.lakegroveNY.gov](http://www.lakegroveNY.gov)).
13. Electronic copy of plans and cut-sheets submitted in PDF form.
14. Fee of \$250.00. Note that \$150.00 of this is for the plans review and \$100.00 is for the final inspection. If either of these fails, you are required to repay the related portion of the fee. All checks are to be made out to the Incorporated Village of Lake Grove.
15. Submittals must include the appropriate prepaid mailer so we can return the plans to you.
16. For all plan revisions, the revision number, date and revision description shall be noted on the plans. All revisions will be called out and readily visible. No hand drawn additions to the plans will be accepted.
17. Plans shall be drawn to an established scale. Care is to be taken to insure that plans are reproduced on a 1:1 scale so as to avoid any distortions or variations. NO plans will be accepted with a scale less than 1/8"=1"0".
18. All plans shall have an area of at least eighty (80) square inches available for approval stamps. This area shall be a clearly defined quadrangle with no side less than six inches in length.
19. Where details are required to be shown, they shall be shown as a drawing detail and not as a note indicating compliance. Riser diagrams shall be shown on a separate sheet.
20. A legend explaining the symbols being used to identify devices and components on plans. NOTE: This legend is to be on each page of the plans including the riser diagram.

**REMINDER: ANY PLANS FOUND TO BE SUBMITTED WITHOUT THE ABOVE LISTED ITEMS 1-20 WILL BE REJECTED.**

Submittals will also include/indicate all of the following:

- Name of Owner **and** Occupant.
- Location, including street address, nearest cross street, section block and lot and side of the street.
- Full interior height and cross section showing type and construction of ceiling and roof assemblies.
- Location of fire and party walls.
- Location of partitions and all doors are to be shown.
- Occupancy of each room and/or area.
- Hazard classification of each occupancy or room.
- Location and size of concealed spaces, closets, attics and bathrooms.
- Any and all small enclosures where no sprinklers are to be installed.
- Size of city main in street and whether dead-end or circulating and if dead, direction and distance to nearest circulating main. City main test results and system relative to test hydrant.
- Other sources of water supply, with pressure and elevation.
- Heated throughout or any unheated spaces.
- Make model, type, nominal orifice size and quantity of sprinklers.
- Temperature rating and location of high temperature sprinklers.
- Total area protected by each system on each floor.
- Number of sprinklers on each riser per floor.
- Make, model type and size of alarm and/or dry-pipe valve.
- Make, type, model and size of pre-action or deluge valve.
- Make type model and location of alarm bells and/or interconnection to the building fire alarm systems.

- Total number of sprinklers on each dry-pipe system, pre-action system, combined dry pipe pre-action system, or deluge system.
- Approximate capacity in gallons of each dry-pipe system.
- Pipe type and schedule of wall thickness.
- Nominal pipe size and cutting lengths of pipe (or center-to-center dimensions). Where typical branch lines prevail, it will be necessary to size one typical branch line.
- Location and size of riser nipples.
- Type of fittings, joints and location of all welds and bends. (Note: the contractor shall specify on drawing any sections to be shop welded and the type of fittings or formations to be used).
- Type and locations of hangars, sleeves, braces and methods of securing sprinklers when applicable.
- All control valves, check valves, drain pipes and test connections.
- Size and location of hose outlets, hand hose and related equipment.
- Make, model or type of any tamper switches, where applicable.
- Inspectors test valve:  
Upper most remote location  
One per alarm device  
Outside discharge or drain location
- Underground pipe size, length, location, weight, material, point of connection to city main, the type of valves, meters and valve pits and the depth that the top of the pipe is laid below grade.
- Piping provisions for flushing and flushed before connection.
- Fire department connections and hose connection threads compatible with local fire department equipment. Fire department connection shall be on a street front of the building readily accessible for fire department use without being a hazard.

- Make type model and size of fire and booster pumps, where applicable.
- All equipment approved/listed for fire protection service.
- Where equipment is to be installed as an addition to an existing system, enough of the existing system shall be indicated on the plans, including sprinklers and supply lines, to make conditions clear.
- All required signage.
- Name address, phone number, contact person and license number of contractor.
- Statement that the contractor's material and test certificates for above ground and underground pipe shall be submitted to the Fire Marshal prior to the inspection and approval of the installation.

For Hydraulically designed systems, you must submit:

- (a) Hydraulic design information sheet
- (b) Flow test summary sheet
- (c) Hydraulic calculation work sheet
- (d) Information on a permanently mounted data nameplate
- (e) Hydraulic reference points shown on the plans shall correspond with comparable reference points on the hydraulic calculations sheets.
- The minimum rate of water application (density), the design area of water application, in-rack sprinkler demand, and the water required for hose streams both inside and outside.
- The total quantity of water and the pressure required noted at a common reference point for each system.
- Relative elevations of sprinklers, junction points and supply or reference points.
- If room design method is used, all unprotected wall openings throughout the floor shall be protected.
- Calculations of loads for sizing, and details of sway bracing
- The setting for pressure reducing valves, where applicable
- Information on back flow preventers (manufacturer, type, size, etc..)

- Information on anti-freeze solutions used (type and amount).

### **SECTION 3**

#### **INVESTIGATION & PENALTY FEES**

Any work done without approved plans and/or a proper permit is subject to the amount of the original permit fee plus an investigation fee and a penalty fee. The minimum charge for the investigation fee is 100% of the original permit fee. The minimum charge for the penalty fee is 100% of the original permit fee.

If work is found to have commenced without approved plans and/or a proper permit, this office reserves the right to shut down any/all portions of the entire project deemed necessary to inspect, investigate and confirm that work has been done. If any portion of the work performed is not clearly visible or readily accessible, you will be ordered to demolish, disassemble or remove any and all obstructions regardless of the cost incurred. Failure to comply will result in the suspension/revocation of any Building or other permits related to the site.

As working without approved plans and/or a proper permit is a crime under New York State Law, in addition to any/all fines, this office can and will take whatever legal means we deem appropriate against you including the issuance of summons and or arrest.

For further information call 516-807-6412 during regular business hours which are Monday-Friday 8:00AM to 5:00PM

You have two options for plan submittal:

#### **US Postal Service:**

Incorporated Village of Lake Grove  
Office of the Fire Marshal  
Post Office Box 708  
Lake Grove, NY 11755

***WORKING WITHOUT APPROVED PLANS AND A PERMIT IS A CRIME***

**In Person or via Fed-Ex, UPS etc:**

Incorporated Village of Lake Grove  
Office of the Fire Marshal  
980 Hawkins Avenue  
Lake Grove, NY 11755